

**AGENDA FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, June 21, 2022, 5:30PM

Location: Conference Room (use South door), Baraboo Area Chamber of Commerce, 600 W. Chestnut, Baraboo WI 53913

This meeting is open to the public.

Board members or the public may attend remotely by Zoom.
+1 312 626 6799 Meeting ID: 893 8059 3376 Passcode: 675455
<https://us06web.zoom.us/j/89380593376?pwd=REMyT1owQVZCVG5oWGhkc2RnU1hUdz09>

Members Noticed: E. Blasing, J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling

Others Noticed: City Clerk, City Administrator, City Engineer, CDA Director, Mayor, Library Staff, Media, C. Arndt, A. Crowder, M. Muter

I. Call to order

- A. Roll call of members
- B. Note compliance with Open Meeting Law
- C. Approval of the May 17, 2022 Library Board meeting minutes
- D. Approval of the Agenda

II. Public Hearings/Appearances

- A. Annual investment update from Third Oak- Laura Stanek

III. Recognition

- A. Board service recognition for Tony Kujawa 26 years and Pamela Roland 3 years.

IV. Action items

- A. Consider approval of revised annual library board calendar
- B. Consider approval of bills in the amount of \$_____: J. Ellington, Examiner

V. Information items

- A. Library expansion project update
 - 1. Current status of construction & change orders – P. Cannon
 - 2. Report back on AIA contract scope
 - 3. Automated sorter study
 - 4. Furnishings, solar, etc
- B. Financial Reports
 - 1. Revenue and donations report

2. General Fund Income Statement with Comparison to Budget report
 3. Trust Fund report (including Building Project Fund)
 4. Third Oak statement
- C. Staff reports
1. Adult Services and Technology Report
 - a. Adult Programs
 2. Youth Services Report
 - a. Program Statistics
 - b. Activity Report
 3. Director's Report
 - a. Activity Report
 - i. Board recruitment
 - ii. Community Engagement/Outreach
 - iii. Projects/Events
 - iv. Operations/Personnel
 - v. Newspaper column
 - vi. Monthly newsletter
 - vii. Share Mary Grant's speech from Groundbreaking
- D. President's Report
- E. Statistics

VI. Friends of the Library meeting Minutes

VII. Correspondence

VIII. Adjourn

Agenda prepared by J. Bergin
jessica@csmpl.org

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

**MINUTES FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date and Time: Tuesday, May 17, 2022, 5:30PM

Location: Baraboo Area Chamber of Commerce, 600 W. Chestnut

Members Present: J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland, B. Stelling

Others Present: Jessica Bergin, Mary Anne Stewart, Pat Cannon (leaves 6:06 pm)

I. Call to order–J. Ellington (5:30pm)

- A. Roll call of members–J. Ellington (present), F. Hartmann (present), A. Kujawa (present–phone), B. Persche (present), P. Roland (present), L. Steffes (absent, technology issues), B. Stelling (online), E. Blasing (excused), L. Harthorne (present)
- B. Note compliance with Open Meeting Law–J. Ellington
- C. Approval of the April 19, 2022 Library Board meeting minutes
 - 1. Motion–F. Hartmann
 - 2. Second–L. Harthorne
 - 3. Voice vote
 - 4. Motion passes
- D. Approval of the Agenda
 - 1. Motion–B. Persche
 - 2. Second–L. Harthorne
 - 3. Voice vote
 - 4. Motion passes

II. Public Hearings/Appearances

- A. Mary Anne Stewart–guest introductions

III. Action items

- A. Consider approval to post Request for Proposal (RFP) for the Design & Construction of Solar Photovoltaic System. –Jessica Bergin and Pat Cannon (permission to add this per lease agreement, since CDA is the owner of the building)
 - 1. Motion to approve posting RFP for the design and construction of solar photovoltaic system. The Library Board would be the contact and owner, rather than the CDA, as previously approved.--P. Roland
 - 2. Second–B. Persche
 - 3. B. Persche (aye), P. Roland (aye), B. Stelling (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye)
 - 4. Motion passes

- B. Consider approval of President's appointments to Nominating Committee. (Nominating committee will nominate a slate of board officers to be voted on at July meeting.)
1. Motion to approve President's appointments to Nominating Committee. Lacy Steffes and Beth Persche–J. Ellington
 2. Second–L. Harthorne
 3. Voice vote
 4. Motion passes
- C. Consider approval of bills in the amount of \$11,807.91: J. Ellington, Examiner
1. Motion to pay bills–J. Ellington
 2. Second–F. Hartmann
 3. B. Stelling, L. Harthorne, J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland
 4. Motion passes

IV. Information items

- A. Library expansion project update–P. Cannon (Progressing. Poured first footing. Ran into concerns with updating current building–authorized additional work. Ran into roofline issues–stated as not in the scope of the project according to Quinn Evens. (AIA–American Institute of Architects–contract will be reviewed.) 3 RFPs going out–solar, AV, furniture. Sorter will be a sole-source purchase. 1.9% fixed interest \$6M from Baraboo State Bank.
1. Current status of construction–P. Cannon
 2. Current status of library operations–J. Bergin
- B. Financial Reports–J. Bergin
1. Revenue and donations report
 2. General Fund Income Statement with Comparison to Budget report
 3. Trust Fund report (including Building Project Fund)
 4. Third Oak statement
- C. Staff reports–J. Bergin
1. Adult Services and Technology Report
 - a. Adult Programs –Joan Wheeler retiring. Will post hiring with 2023 job description. Joan has contributed a great deal while in her position and will be missed.
 2. Youth Services Report
 - a. Program Statistics
 - b. Activity Report
 3. Director's Report–J. Bergin
 - a. Activity Report
 - i. Board recruitment–New job description–some good possible candidates for the upcoming openings.
 - ii. Community Engagement/Outreach
 - iii. Projects/Events
 - iv. Operations/Personnel
 - v. Newspaper column
 - vi. Monthly newsletter
 - vii. Org Chart

- D. President's Report –None
- E. Statistics (change from DPI in reporting statistics)

V. Friends of the Library meeting Minutes

VI. Correspondence–none

VII. Adjourn–J. Ellington (6:48pm)

- A. Motion to adjourn–F. Hartmann
- B. Second–B. Persche
- C. Voice vote
- D. Motion passes

Minutes prepared by Pamela Roland



THIRD OAK INVESTMENT SERVICES



0006327 01 AV 0.423 01 00016 LPDMD201 KB9L 74VH 000000
 BARABOO PUBLIC LIBRARY
 A NON-PROFIT ORGANIZATION
 230 4TH AVE
 BARABOO WI 53913



Investment Account

Account Number:
 Activity Statement

Values as of May 31, 2022



Investment Objective
Growth with Income

Your Investment Executive: Laura Stanek
 608-356-7449
 109 3rd Ave
 Baraboo, WI 53913

Value on January 1, 2022 \$1,819,672.¹⁸	Value as of last statement 04/30/2022 \$183,168.²⁴	Value on May 31, 2022 \$185,578.³³
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Account Summary

	Quarter to Date 04/01 - 05/31/2022	Year to Date 01/01 - 05/31/2022
Starting Value	\$198,996.86	\$1,819,672.18
Total Change in Value of Assets	(\$13,418.53)	(\$1,634,093.85)
Inflows	—	—
Outflows	—	(\$1,500,111.00)
Dividends	\$81.14	\$3,284.01
Interest	—	—
Capital Gains	—	\$454.92
Other Distributions	—	—
Market Fluctuations ¹	(\$13,499.67)	(\$137,721.78)
Total Ending Value (May 31, 2022)	\$185,578.33	\$185,578.33

Account Holdings *As of May 31, 2022*

Cash and Cash Equivalents

Description	Current Balance
Cash	\$304.95
Total Cash and Cash Equivalents	\$304.95

¹ Market Fluctuation and Non-Cash Transfers reflects the impact of changes in the value of securities held in your LPL Financial account, as well as the impact of any transfers of securities into or out of your account during the statement period.



Investment Account

Account Holdings *As of May 31, 2022 Continued*

ETPs, Mutual Funds, Exchange-Traded Closed-End Funds and Interval Funds

Security ID / Description	Quantity	Price (\$)	Market Value (\$)	Estimated Annual Income (\$) ^a
				Est 30-Day Yield ^a
ANCFX FUNDAMENTAL INVESTORS CL A ^R	1,545.393	\$66.40	102,614.09	1,428 1.39%
AIVSX INVESTMENT COMPANY OF AMERICA CL A ^R	1,811.512	\$45.63	82,659.29	1,123 1.36%
Total of ETPs, Mutual Funds, Exchange-Traded Closed-End Funds and Interval Funds			185,273.38	2,551

^R Dividends and/or capital gains distributed by this security will be reinvested.

Total Account Holdings	Market Value (\$)	Estimated Annual Income (\$) ^a
	185,578.33	2,551

Cash Activity Summary

	Since last statement 05/01 - 05/31/2022	Year to Date 01/01 - 05/31/2022
Securities Purchased	(\$8,005.00)	(\$8,005.00)
Securities Sold	—	\$1,508,339.81
Cash Inflows	—	—
Cash Outflows	—	(\$1,500,111.00)
Dividends	—	\$3,284.01
Interest	—	—
Capital Gains	—	\$454.92
Other Distributions	—	—
Reinvestments	—	(\$3,657.79)

^a Refer to the statement message titled ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY) for information on how this figure is calculated.



Account Activity *May 1 - May 31, 2022 (Since last statement)*

Date	Transaction Type	Description/Security ID	Price(\$)	Amount
			Quantity	
05/02/2022	Purchase	INVESTMENT COMPANY OF AMERICA CL A AIVSX	\$45.24	(\$8,005.00)
			176.835	

Regular meetings are at 5:30 on the 3rd Tuesday of each month.

January

- Provide performance review documents to Personnel Committee for library director review to be completed at March meeting, due to City in April.
- Confirm adoption of City Personnel Policy Handbook in years that end with 5 and 0.

February

- ~~Library policies reviewed and revised, if necessary.~~
- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Annual report reviewed, approved, and forwarded to municipal governing body and South Central Library System.

March

- ~~Library long range~~ Director reviews library strategic plan and technology plan ~~reviewed and revised, reports progress to Board. Revise if necessary needed.~~
- Discussion of budgetary implications of plan activities that are scheduled for next year.
- Buildings and Grounds Committee meets as needed and reviews annual maintenance schedule. ~~and reviews annual maintenance schedule.~~
- Board completes annual performance review of director.

April

- Annual performance review for Director due to City office.
- ~~Provide~~ Director provides prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.

May

- Board President appoints Nominating Committee.
- Finance Committee meets for discussion of budget goals/needs for next year.

June

- Board member terms end June 30th.
- Appointments of new board members made by the mayor.
- Annual investment update (3rd Oak)
- ~~Library~~ Director participates in City strategic planning.
- Director reports board attendance to City Clerk.
-

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July

- New member board terms begin.
- Director provides orientation sessions and handbooks to new board members.
- ~~Board annual~~Annual board meeting held, ~~board~~ officers elected, new board year begins.
- President ~~appoints~~assigns committees for the new board year.
- ~~Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.~~
- Board approves any budgetary personnel changes for next year.

August

- Director updates board contact list and shares with board (include Committee assignments).
- Director reports budgetary personnel changes to City Treasurer.
- ~~Director provides finance~~Finance committee ~~with draft budget for coming year.~~
Committee meets and discusses budget draft provided by Director and directs any needed changes. Budget recommendation brought to board in September.
- Trustee Training week usually held in August. (Look for Continuing Ed opportunities, trustees should do one each year.)

September

- Board approves budget and funding request for upcoming year, Approved budget due to be turned in to City Finance Director after Sept. meeting. Director prepares and submits Budget Narrative.
- ~~Apply~~Director requests Council to apply for exemption from next year's county library levy. ~~(Director)~~
- Board members report on Trustee Training sessions they attended in August.
- Buildings and Grounds Committee meets and reviews annual maintenance schedule.

October

- ~~Library policies reviewed and revised, if necessary.~~
- ~~Trustee continuing education session held during meeting.~~
- Policy Committee meets, ~~if necessary,~~ for annual review of library policies.
- Library policies brought to board for approval, if Policy Committee recommends changes.
- Personnel Committee meets with library staff (staff appreciation event?), or staff meeting).

November

- Board representatives attend municipal [and/or county] budget hearings if needed to explain and advocate for budget.
- Municipality [and county] approves library appropriation.
- Long-range planning committee appointed, if necessary, and given charge and timetable.
- Director holds Staff Development Day for staff, library closed for day.

December

- Budget revised, if necessary, based on actual funding approved.
- ~~Library policies reviewed and revised, if necessary.~~
- Director reports board attendance to City Clerk.

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CSMPL - Scope of Work

Carter Arndt > Wed 5/18/2022 10:54 AM

To: Cannon, Pat <>

Hi Pat,

The City RFP & contract makes no apparent mention of any work associated with the exterior envelope of the building to remain except for MSA's clarification in Exhibit A item IV.:

- F. Notes:
1. This is based on a start of construction 2021.
 2. Two major phases of construction: Building Addition first, then remodeling.
 3. Construction to relate to the existing building.
 4. The Original Carnegie Library portion of the building, it is presumed to be good condition and to receive very limited to no interior or exterior historic restoration work. Though our team has full capabilities to address this if a need arises, this budget does not include such work.
 5. In order for the site to accommodate a 20,000 square feet addition, it is expected to include one of the following:
 - a. Option A - Two level Easterly addition
 - b. Option B - Two level Northerly addition that vacates alley
 - c. Option C - One level Northerly addition that vacate alley and likely provide offsite supplemental parking
 - d. Or other possible combinations of these 3 option

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(Exhibit A - Scope of Services)

This was discussed with the library throughout the design and planning process and the focus was clarified as the addition, work to the existing building to accommodate the addition, remodeling of the interior of the existing, and a refresh on the entire site. Per the Contract MSA did not undertake any detailed evaluation and assessment of the existing building's envelope beyond:

1. Correcting the inadequate attic insulation
2. In the process MSA pointed out that there were some apparent basic maintenance needs and did call out such provisions (such as sealant, paint, chimney tuck-pointing) for that work to support the project.

With the recent realization and concern over the existing roof & gutter condition it is now understood that the City desire to consider and renovate these areas more extensively. The associated services to address such added envelope work is not in our scope. That being said, MSA has collaborated with the City in this regard... MSA has shared the City's desires with Vogel and we will see if they can easily provide a proposal for added work to address the City's desires for added improvements.

I hope this clarifies, please share any questions or comments in this regard.

Thanks,
Carter



E. Carter Arndt AIA | Senior Project Architect
MSA Professional Services, Inc. |



Bill To

Carnegie-Schadde Memorial Public Library
 230 Fourth Avenue
 Baraboo WI 53913
 United States

TOTAL
\$123,220.00
Quote Expires: 8/21/2022

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	* 5 0 % D e p B a l - 3 0 Services-Accept	Dexter, John

Quotation Title	Memo
AMH - 5 Bin Custom Sorter	Budget Quote

Qty	Item / Description	Ship To	Unit Price	Amount
1	SOI-AMH-2K 15310 Sortation System – Exterior System (5-bin) Lyngsoe Dwg: B25997-000-1-0 Sortation System • Qty (1) Library Mate™ LM2100 Exterior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer •Qty (1) Ergo Staff™ ES1200 Staff induction check in station (RFID) with touchscreen interface, hold slip printing, height adjustable work surface, backdating •Qty (1) Sort Mate™ SM2000 High-Speed Sorter with 5-destinations (4) Ergo Trolley™ destinations with chute full capability (1) Ergo Trolley™ destination exceptions bin (1) LSC Lyngsoe sort controller •Installation (non-union) •Commissioning •Parts Warranty (Standard 12 month) •Hotline (24/7) (Standard 12 month) •Spare Parts (on-site kit) (5) Ergo Trolleys	230 Fourth Avenue	\$122,720.00	\$122,720.00
1	WM-SOI-AMH-2K 15310 1 YR MAINTENANCE: AMH Gen2000 RFID Sorting System: AMH Gen2000 5-Bin RFID Sorting System - 1-Patron (external); 1-Staff; With (5) Trolleys Lyngsoe Dwg: B25997-000-1-0	230 Fourth Avenue	\$11,044.80	\$11,044.80
	Z-Discount: 1st Year Maintenance		(\$11,044.80)	(\$11,044.80)
	Discount for first year of maintenance included with purchase.			
1	AMH-2K PS AMH Gen2000 Project Management		\$250.00	\$250.00



Qty	Item / Description	Ship To	Unit Price	Amount
	SUBTOTAL AMH			\$122,970.00
	<i>SUBTOTAL for Automated Materials Handling / Sorter System</i>			

Subtotal \$122,970.00

Discount

Annual maintenance and subscription starting in year 2: **\$11,044.80**

Freight charges are estimated; actual charges will be billed.

Freight \$250.00

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Total Tax \$0.00

Standard terms and conditions apply: <http://system.envisionware.com/terms>

PST-CA

Total **\$123,220.00**





Revenue and Donations Report
Carnegie-Schadde Memorial Public Library Receipts

May 2022

Day	Fines	Copies	Faxes	Lost & Damaged	Other	Total	Segregated	Building Fund
2		\$ 50.80	\$ 3.00			\$ 53.80		
3	\$ 10.00	\$ 29.40	\$ 13.00			\$ 52.40	\$ 60.00	
					TOTAL	\$ 106.20	Adult Srv. "Tip" Money	
4		\$ 42.40	\$ 1.00			\$ 43.40		
5		\$ 16.10	\$ 27.00			\$ 43.10		
					TOTAL	\$ 86.50		
6		\$ 51.30	\$ 14.00	\$ 1.00		\$ 66.30		
				card				
7		\$ 12.80	\$ 3.00			\$ 15.80		
9		\$ 25.50	\$ 2.00			\$ 27.50	\$ 250.00	
					TOTAL	\$ 109.60	Trinity Episcopal for Baraboo Reads (for line 850-51-48-500)	
10		\$ 29.20	\$ 8.00	\$ 2.00		\$ 39.20	\$ 20.00	Paschen - Betty Smith memorial
				Cards			\$ 20.00	Barbara Smith - donation
11		\$ 24.00	\$ 6.00	\$ 1.00		\$ 31.00	\$ 25.00	Ivey - Genealogy donation
				Card	TOTAL	\$ 70.20		
13		\$ 49.20	\$ 6.00	\$ 1.00		\$ 56.20		
				card				
14		\$ 3.55	\$ 6.00	\$ 1.00		\$ 10.55		\$ 40.00
				card				Sundry Bldg. Fund Donations
15		\$ 33.90	\$ 2.00			\$ 35.90		
					TOTAL	\$ 102.65		
17	\$ 2.00	\$ 20.20	\$ 5.00			\$ 27.20		
18		\$ 25.10		\$ 1.00		\$ 26.10		
				Card				

19		\$ 15.80	\$ 5.00	\$ 42.95	\$ 6.00	\$ 69.75		
				REE for Lewis	3D print			
					TOTAL	\$ 123.05		
20		\$ 14.70	\$ 33.00	\$ 1.00		\$ 48.70		
				card				
21		\$ 13.90			\$ 1.00	\$ 14.90		
					Earbuds			
23		\$ 23.00	\$ 15.00			\$ 38.00		
					TOTAL	\$ 101.60		
24		\$ 29.95	\$ 10.00	\$ 2.00		\$ 41.95		
				Cards				
25		\$ 23.10	\$ 8.00		\$ 15.00	\$ 46.10		
					Laminating			
26		\$ 20.20	\$ 20.00			\$ 40.20		
					TOTAL	\$ 128.25		
27	\$ 267.83	\$ 18.70	\$ 8.00			\$ 294.53		
	(e-payments)							
28		\$ 2.30	\$ 5.00			\$ 7.30		
31		\$ 25.70	\$ 4.00	\$ 15.00		\$ 44.70		
				Calkins	TOTAL	\$ 346.53		
TOTAL	\$ 279.83	\$ 600.80	\$ 204.00	\$ 67.95	\$ 22.00	\$ 1,174.58	\$ 375.00	\$ 40.00

City of Baraboo
Library General Fund, Fund 100
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2022

		Current Month	Year to Date	Budget	Percentage of Budget
Revenues:					
100-51-43571-630	Library Grant	\$ -	\$ 225.00	\$ 30,525.00	0.74
100-51-43720-630	Sauk County Library Aid	-	328,863.00	328,863.00	100.00
100-51-43720-631	Sauk County Technology Funds	-	2,222.00	2,222.00	100.00
100-51-43720-632	Library Cross Border Payments	-	15,452.16	15,451.00	100.01
100-51-46710-000	Library	844.70	5,025.80	15,000.00	33.51
100-51-48500-000	Donations and Contributions	-	-	-	-
100-51-49285-000	Transfer from Lib Seg	-	-	-	-
100-51-49300-000	Applied Fund Balance	-	-	-	-
Total Revenues		\$ 844.70	\$ 351,787.96	\$ 392,061.00	89.73
Expenditures:					
General Fund - Library - Library					
100-51-55110-110-000	Salaries	\$ 15,205.79	\$ 62,456.08	\$ 181,101.00	34.49
100-51-55110-120-000	Wages	25,160.15	126,933.39	323,341.00	39.26
100-51-55110-120-510	Wages-Children's programming	1,615.52	10,469.36	46,496.00	22.52
100-51-55110-120-511	Wages-Teen programming	40.74	254.86	7,541.00	3.38
100-51-55110-120-512	Wages-Multi-age programming	-	-	1,676.00	-
100-51-55110-120-513	Wages-Adult Programming	1,085.26	5,030.17	12,250.00	41.06
100-51-55110-122-000	Overtime	-	-	-	-
100-51-55110-128-000	Merit Pay	435.00	693.00	3,000.00	23.10
100-51-55110-129-000	Longevity	80.00	80.00	800.00	10.00
100-51-55110-130-000	Social Security	3,066.71	15,099.97	41,510.00	36.38
100-51-55110-131-000	Retirement	2,959.71	12,602.49	37,161.00	33.91
100-51-55110-132-000	Health Insurance	9,515.42	31,995.10	86,952.00	36.80
100-51-55110-133-000	Life Insurance	9.02	43.38	122.00	35.56
100-51-55110-134-000	Income Continuation	-	-	-	-
100-51-55110-136-000	Cafeteria Plan	3.85	97.85	-	-
100-51-55110-140-000	Commission Fees	-	-	3,780.00	-
100-51-55110-212-000		-	-	-	-
100-51-55110-220-000	Telephone	139.12	552.32	1,600.00	34.52
100-51-55110-221-000	Water & Sewer	-	167.47	931.00	17.99
100-51-55110-222-000	Electricity	596.79	2,660.92	11,000.00	24.19
100-51-55110-223-000	Heat	360.60	3,042.88	3,500.00	86.94
100-51-55110-226-000	Stormwater	-	97.38	384.00	25.36
100-51-55110-227-000	Streetlighting	-	15.56	70.00	22.23
100-51-55110-250-000	Repair & Maint Serv-Equipment	156.18	460.63	1,700.00	27.10
100-51-55110-260-000	Repair & Maint Serv-Buildings	53.74	3,335.62	14,600.00	22.85
100-51-55110-270-000	Special Services	84.00	54,870.00	55,000.00	99.76
100-51-55110-280-000	Repair & Maint Serv-Facilities	-	800.00	3,000.00	26.67
100-51-55110-310-000	Office Supplies	96.83	299.39	1,500.00	19.96

City of Baraboo
Library General Fund, Fund 100
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2022

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>	
100-51-55110-311-000	Automation Software & Supplies	73.44	1,023.49	5,500.00	18.61
100-51-55110-320-000	Publications. Training. Dues	243.00	517.00	2,000.00	25.85
100-51-55110-320-500	Pub, Training, Dues-Programs	-	-	-	-
100-51-55110-322-000	Lib Mat-Adult Non-Fiction	1,145.57	5,277.03	8,460.00	62.38
100-51-55110-323-000	Lib Mat-Adult Fiction	1,335.90	5,845.42	12,160.00	48.07
100-51-55110-324-000	Lib Mat-Juvenile	1,982.99	6,445.94	15,020.00	42.92
100-51-55110-325-000	Lib Mat-Microfilm	-	-	3,000.00	-
100-51-55110-326-000	Lib Mat-Periodicals	46.00	4,449.79	6,000.00	74.16
100-51-55110-327-000	Lib Mat-Teen	62.45	1,728.77	5,720.00	30.22
100-51-55110-328-000	Lib Mat - Audio Visual	180.24	3,860.86	14,000.00	27.58
100-51-55110-329-000	Lib Mat - Electronic	-	6,230.41	6,240.00	99.85
100-51-55110-330-000	Travel	62.01	129.88	2,200.00	5.90
100-51-55110-330-500	Travel - Programming	-	-	-	-
100-51-55110-340-000	Operating Supplies	896.83	2,644.57	6,000.00	44.08
100-51-55110-343-000	Postage	54.66	354.51	1,000.00	35.45
100-51-55110-350-000	Repair & Maint Materials	30.26	729.12	3,700.00	19.71
100-51-55110-390-000	Other Supplies & Expense	-	34.91	300.00	11.64
100-51-55110-391-000	Programming	-	-	-	-
100-51-55110-391-510	Library-Programming-Children's	362.45	1,259.31	5,400.00	23.32
100-51-55110-391-511	Library-Programming-Teen	157.98	348.70	1,800.00	19.37
100-51-55110-391-512	Library-Programming-Multi-age	-	-	-	-
100-51-55110-391-513	Library-Programming-Adult	300.00	500.00	2,400.00	20.83
100-51-55110-392-000	Small Equipment Purchase	-	4,018.10	6,000.00	66.97
100-51-55110-393-000	Public Relations	-	425.00	500.00	85.00
100-51-55110-530-000	Rents and Leases	568.35	3,410.10	7,000.00	48.72
100-51-55110-810-000	Vehicle Purchases	-	-	30,000.00	-
100-51-55110-814-000	Equipment Purchases	-	-	-	-
100-51-55110-822-000	Building Improvements	-	-	-	-
100-51-55110-910-000	Insurance Allocation	-	-	10,167.00	-
	General Fund - Library - Librar	<u>\$ 68,166.56</u>	<u>\$ 381,290.73</u>	<u>\$ 993,582.00</u>	38.38
	Total Expenditures	<u>\$ 68,166.56</u>	<u>\$ 381,290.73</u>	<u>\$ 993,582.00</u>	38.38
	Net Revenues/(Expenditures)	<u>\$ (67,321.86)</u>	<u>\$ (29,502.77)</u>	<u>\$ (601,521.00)</u>	

City of Baraboo
Library Impact Fees, Fund 251
Balance Sheets
May 31, 2022 and December 31, 2021

Assets:	<u>May 31, 2022</u>	<u>December 31, 2021</u>
Current Assets:		
Cash	\$ 415.40	\$ 5,814.28
Accounts Receivable	40,670.00	40,670.00
Total Current Assets	<u>41,085.40</u>	<u>46,484.28</u>
Total Assets	<u>\$ 41,085.40</u>	<u>\$ 46,484.28</u>
 Liabilities and Fund Equity:		
Liabilities:		
Deferred Urban Development	\$ 40,670.00	\$ 40,670.00
Total Liabilities	<u>40,670.00</u>	<u>40,670.00</u>
 Fund Equity:		
Fund Balance	5,814.28	86,175.62
Net Revenues/(Expenditures)	(5,398.88)	(80,361.34)
Total Fund Equity	<u>415.40</u>	<u>5,814.28</u>
Total Liabilities and Fund Equity	<u>\$ 41,085.40</u>	<u>\$ 46,484.28</u>

City of Baraboo
Library Impact Fees, Fund 251
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2022

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Revenues:				
Library Development	\$ 415.00	\$ 2,075.00	\$ 30,000.00	6.92
Interest on Investments	-	2.12	150.00	1.41
Total Revenues	<u>\$ 415.00</u>	<u>\$ 2,077.12</u>	<u>\$ 30,150.00</u>	
Expenditures:				
Library Impact Fees - Library - Library				
Wages	\$ -	\$ -	\$ -	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Professional Services	-	-	-	-
Other Supplies & Expense	-	-	-	-
Building Improvements	-	-	-	-
Total Library Impact Fees - Library - Libra	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Library Impact Fees - Library - Transfer to Library Bldg Const				
Cost Reallocation	-	-	-	-
Cost Allocation	-	7,476.00	30,000.00	24.92
Total Library Impact Fees - Library - Trans	<u>\$ -</u>	<u>\$ 7,476.00</u>	<u>\$ 30,000.00</u>	24.92
Total Expenditures	<u>\$ -</u>	<u>\$ 7,476.00</u>	<u>\$ 30,000.00</u>	24.92
Net Revenues/(Expenditures)	<u>\$ 415.00</u>	<u>\$ (5,398.88)</u>	<u>\$ 150.00</u>	

City of Baraboo
Library Segregated, Fund 850
Balance Sheets
May 31, 2022 and December 31, 2021

Assets:	May 31, 2022	December 31, 2021
Current Assets:		
Cash	\$ 101,305.14	\$ 203,225.69
Investments	-	234,013.10
Investments with Fiscal Agents	198,996.86	1,819,672.18
Interest Receivable	-	98.81
Total Current Assets	300,302.00	2,257,009.78
Total Assets	\$ 300,302.00	\$ 2,257,009.78
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 437.60
Due to Friends of Library	-	-
Total Liabilities	-	437.60
Fund Equity:		
Fund Balance	2,256,572.18	5,322,060.32
Net Revenues/(Expenditures)	(1,832,048.07)	(3,065,488.14)
Total Fund Equity	424,524.11	2,256,572.18
Total Liabilities and Fund Equity	\$ 424,524.11	\$ 2,257,009.78

City of Baraboo
Library Segregated, Fund 850
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2022

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Revenues:				
Library Grant	\$ -	\$ -	\$ -	-
Interest on Investments	21.07	3,721.62	40,000.00	9.30
Capital Gains	-	-	100,000.00	-
Donations and Contributions	400.00	3,072.84	50,000.00	6.15
Transfer from General Fund	-	-	-	-
Transfer fr Friends of Libr	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	<u>\$ 421.07</u>	<u>\$ 6,794.46</u>	<u>\$ 190,000.00</u>	
Expenditures:				
Library Segregated - Library - Library				
Wages	\$ -	\$ -	\$ -	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Operating Expense	2,402.78	4,718.43	20,000.00	23.59
Building Improvements	-	-	170,000.00	-
Total Library Segregated - Library - Librar	<u>\$ 2,402.78</u>	<u>\$ 4,718.43</u>	<u>\$ 190,000.00</u>	
Library Segregated - Transfer to General Fund - Library				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Library Segregated - Transfer to Ge	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Library Segregated - Library - Transfer to Library Bldg Const				
Cost Allocation	-	1,834,124.10	-	-
Total Library Segregated - Library - Trans	<u>\$ -</u>	<u>\$ 1,834,124.10</u>	<u>\$ -</u>	-
Total Expenditures	<u>\$ 2,402.78</u>	<u>\$ 1,838,842.53</u>	<u>\$ 190,000.00</u>	967.81
Net Revenues/(Expenditures)	<u>\$ (1,981.71)</u>	<u>\$ (1,832,048.07)</u>	<u>\$ -</u>	

City of Baraboo
Library Building Fund, Fund 851
Balance Sheets
May 31, 2022 and December 31, 2021

Assets:	May 31, 2022	December 31, 2021
Current Assets:		
Cash	\$ 4,718.39	\$ 54,576.82
Investments	-	65,570.47
Investments with Inv Advisor	-	-
Interest Receivable	-	-
Total Current Assets	4,718.39	120,147.29
Total Assets	\$ 4,718.39	\$ 120,147.29
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 656.14
Total Liabilities	-	656.14
 Fund Equity:		
Fund Balance	4,098,841.56	608,922.74
Net Revenues/(Expenditures)	(114,772.76)	3,489,918.82
Total Fund Equity	3,984,068.80	4,098,841.56
Total Liabilities and Fund Equity	\$ 3,984,068.80	\$ 4,099,497.70

City of Baraboo
Library Building Fund, Fund 851
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2022

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Revenues:				
Interest on Investments, net of fees	\$ 0.75	\$ 33.49	\$ -	-
Investment Fees	-	-	-	-
Rents and Leases	-	-	-	-
Sale of Assets	-	1,036.50	-	-
Donations and Contributions	40.00	203.00	-	-
Transfer from General Fund	-	-	-	-
Tfr from Library Impact Fees	-	-	-	-
Transfer from Alma Waite	-	-	-	-
Transfer from Lib Seg	-	-	-	-
Transfer fr Friends of Libr	-	-	-	-
Fund Balance Applied	-	-	3,045.00	-
Total Revenues	<u>\$ 40.75</u>	<u>\$ 1,272.99</u>	<u>\$ 3,045.00</u>	
Expenditures:				
Library Building Fund - Library - Library				
Wages	\$ -	\$ -	\$ -	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Professional Services	-	-	-	-
Water & Sewer	-	-	-	-
Electricity	-	-	-	-
Heat	-	-	-	-
Repair & Maint Serv-Buildings	-	700.00	2,800.00	25.00
Speciall Services	345.75	345.75	245.00	141.12
Operating Supplies	-	-	-	-
Small Equipment	-	-	-	-
Insurance	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Cost Allocation	-	115,000.00	-	-
Total Library Building Fund - Library - Lib	<u>\$ 345.75</u>	<u>\$ 116,045.75</u>	<u>\$ 3,045.00</u>	
Total Expenditures	<u>\$ 345.75</u>	<u>\$ 116,045.75</u>	<u>\$ 3,045.00</u>	3,811.03
Net Revenues/(Expenditures)	<u>\$ (305.00)</u>	<u>\$ (114,772.76)</u>	<u>\$ -</u>	

City of Baraboo
Library Building Fund Fund 987
Balance Sheets
May 31, 2022 and December 31, 2021

Assets:	May 31, 2022	December 31, 2021
<i>Current Assets:</i>		
Cash	\$ 397,155.73	\$ 682,083.68
CDA-Investments-LGIP	5,306,382.95	3,301,254.02
<i>Total Current Assets</i>	5,703,538.68	3,983,337.70
Total Assets	\$ 5,703,538.68	\$ 3,983,337.70
Liabilities and Fund Equity:		
<i>Liabilities:</i>		
<i>Total Liabilities</i>	-	-
<i>Fund Equity:</i>		
Fund Balance	-	-
Net Revenues/(Expenditures)	1,674,712.84	-
<i>Total Fund Equity</i>	1,674,712.84	-
Total Liabilities and Fund Equity	\$ 1,674,712.84	\$ -

City of Baraboo
Library Building Fund Fund 987
Income Statement with Comparison to Budget
For The ten Months Ending May 31, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
CDA-Loan Principal Payment	\$ -	\$ -	\$ -	-
CDA-Capital Lease Princ Rev	-	-	7,000,000.00	-
CDA-Contra-Cap Lease Princ Rev	-	-	-	-
CDA-Loan Interest Income	-	-	-	-
CDA Capital Lease Interest Rev	-	-	-	-
CDA Interest on Investments	3,269.32	5,581.56	-	-
CDA Contribution from City	-	1,956,600.10	-	-
Total Revenues	\$ 3,269.32	\$ 1,962,181.66	\$ 7,000,000.00	28.03
Expenditures:				
<i>Library Building Fund - Community Development Authori - CDA Administration</i>				
Professional Services	\$ 32,720.00	\$ 34,820.00	\$ 36,000.00	96.72
Office Supplies	-	-	500.00	-
Publications, training, dues	-	132.82	-	-
Postage	-	-	-	-
Electricity	-	-	-	-
Small Equipment	-	-	-	-
Contra-Contributed Capital	-	-	-	-
Insurance	4,656.00	4,656.00	5,000.00	93.12
Principal	-	-	-	-
Interest	-	-	200,000.00	-
Issuance costs	-	-	-	-
Professional Services	-	22,500.00	6,000.00	375.00
Building Materials	-	-	-	-
Equipment purchases	-	-	1,000,000.00	-
Land or Land Improvements	-	-	-	-
Building Improvements	225,360.00	225,360.00	8,000,000.00	2.82
Contra-Contributed Capital	-	-	-	-
Total Expenditures	\$ 262,736.00	\$ 287,468.82	\$ 9,247,500.00	3.11
Net Revenues/(Expenditures)	\$ (259,466.68)	\$ 1,674,712.84	\$ (2,247,500.00)	

Report of Library Trust Funds

Baraboo Public Library

May-22

TRUST FUNDS		Account Number	Balance
Checking Acct Balance	05/31/22	104551192	\$101,305.14
INVESTMENTS:			
Total Investments			\$0.00
Total Investments & Checking			\$101,305.14 33.73%
Invested with LPL Financial	Principal Value	\$150,505.12	Market Value
			\$198,996.86 66.27%
Total Trust			\$300,302.00

Income Statement	May
-------------------------	------------

5/1/2022	
Checking Account	\$103,286.85
Trust Fund Investments	0.00
	\$103,286.85
INCOME	
Interest - Checking	21.07
Interest - Investments	
Daily Regular Deposits	400.00
	\$421.07
EXPENSE	
Expenses	2,402.78
Transfer to CDA	
	\$2,402.78
Total Funds 5/31/2022:	\$101,305.14

GENERAL FUND SURPLUS RESERVES - YE 2021	\$66,199.42
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LIBRARY IMPACT FEES - 2022 Activity
--

Balance 1/1/22		\$5,814.28
Income:		
Impact Fees Collected	\$2,075.00	
Interest Earned	\$2.12	
		\$2,077.12
Expense:		
Transfer to CDA Building Construction	\$7,476.00	
Professional Services	\$0.00	
		\$7,476.00
Total Funds 5/31/2022:	Checking	\$415.40

LIBRARY BUILDING FUND - 2022 Activity
--

1/1/2022		\$120,147.29
Income:		
Donations	\$203.00	
Sale of Assets	\$1,036.50	
Interest Earned	\$33.49	
		\$1,272.99
Expense:		
Building Expenses	\$1,508.53	
Professional Services	\$193.36	
Tfr to CDA Building Construction Fund	\$115,000.00	
		\$116,701.89
	Checking	\$4,718.39
Total Funds 5/31/2022:		\$4,718.39

CDA LIBRARY BUILDING CONSTRUCTION FUND - 2022 Activity

Balance 1/1/22		\$3,979,350.41
Income:		
Contribution from the Library	\$1,956,600.10	
Debt Proceeds (Line of Credit)	\$50,000.01	
Interest Earned	\$5,581.56	
		\$2,012,181.67
Expense:		
Vogel Brothers	\$225,360.00	
Insurance	\$4,656.00	
Professional Services	\$27,280.00	
Architectural Services	\$30,040.00	
Service and supplies	\$657.40	
		\$287,993.40
Total Funds 5/31/2022:	LGIP/Checking	\$5,703,538.68

Lori Laux, Treasurer

Adult Services and Technology Report – May/June 2022

Adult Programs for May

Date	Program	Recorded, Live (Online), or In-Person Program	Reach/Views/Attendance
2	Virtual Cook Book Club - Zoom	Live (Online)	4
10	Baraboo Buds Garden Club – Civic Center	In-Person	6
17	Tuesdays with Murder - Civic Center	In-Person	3
18	Reader's Anonymous – Village Book Smith	In-Person	10
21	2022 Baraboo Reads at the Baraboo City Hall	In-Person	55
24	Lit Wits Book Club at Baraboo Civic Center	In-Person	11

Joan Wheeler Retirement

Joan Wheeler will be retiring June 30, 2022 after more than 6 years of service, Joan's selfless commitment to serving patrons will be missed.

June 2022 Youth Services Board Report

May 2022 Statistics

Child (ages 0-5) Onsite

of programs: 0

Child (ages 6-11) On-site

of programs: 0

Teen on-site

of programs: 8

of teens: 43

Teen self-directed activities

of programs: 1

of teens: 3

Child (ages 0-5) off-site

of programs: 8

of children and adults: 166

Child (ages 6-11) off-site

of programs: 5

of children: 1030

of adults: 165

Teen off-site

of programs: 9

of teens: 185

1. Tuesday, May 3

Beth and Cari Jo presented the 2022 SRP skit to 4k am classes at West (20)

Beth played Cosplay with the teens. (7)

2. Friday, May 6

Beth and the teens played Magic: The Gathering Club. (8)

3. Tuesday, May 10

Beth and Cari Jo presented the 2022 SRP skit to the 4k pm class at Bear-a-boo daycare. (12)

Beth had a talent show with the teens. (6)

4. Wed. May 11

Beth and Cari Jo presented the 2022 SRP skit to the classes at East elementary school. (315)

5. Thurs. May 12

Beth and Cari Jo presented the 2022 SRP skit to the 4k pm class at Children's Day Center. (15)

Beth and Cari Jo presented the 2022 SRP skit to the 4k am class at Children's Day Center. (14)

6. Tues. May 17

Beth created crafts with the teens. (7)

Beth and Cari Jo presented the 2022 SRP skit to the 4k am class at Bear-a-boo daycare. (14)

Beth and Cari Jo presented the 2022 SRP skit to all the classes at St. Joseph. (83)

7. Thurs. May 19

Beth and Cari Jo presented the 2022 SRP skit to the 4k am class at St. Clare/Tommy Bartlett. (20)

Beth and Cari Jo presented the 2022 SRP skit to the two 4k pm classes at West. (40)

8. Friday, May 20

Beth and the teens played Magic: The Gathering Club. (6)

Beth gave book talks at Jack Young Middle School. (10)

9. Tuesday, May 24

Beth and the teens had a virtual author visit with author Tahnee Perry. (5)

Beth and Cari Jo presented the 2022 SRP skit to classes at GLW elementary school. (345)

Beth and Cari Jo presented the 2022 SRP skit to all the classes at North Freedom elementary school. (120)

10. Thursday, May 26

Beth and Cari Jo presented the 2022 SRP skit to all the classes at Al Behrman elementary school. (326)

11. Friday, May 27

Beth presented a teen book club. (2)

12. Tuesday, May 31

Beth and Cari Jo presented an interactive program with 7th grade classes at Jack Young Middle School. (175)

Beth and the teens had a writer's workshop and learned about creative writing. (10)

Youth Department news:

Carey continued to recover from her ankle "work" injury. Beth and Cari Jo stepped up to help with programming and summer reading program preparation.

From: > **Sent:** Wednesday, June 1, 2022 1:38

PM To: Beth VanCurine <beth@csmpl.org>

Subject: Teen Tuesday

Hello Beth,

I just wanted to send you a big THANK YOU!!! Jack had a great time yesterday and was so thrilled about the book you gave him and the writing notebook he got to decorate. I will admit, he was so nervous to attend without Eli and without Sam, but he did it! You made him feel wanted and important...like you always do!!

Thank you, thank you for including everyone and always having great programs.

Now that school is out Jack is hoping to join in on Teen Tuesdays more often.

Erin

[Sent from Yahoo Mail on Android](#)

TO: Library Board
FROM: Jessica Bergin, Library Director
DATE: 6/21/22
RE: Director's Report to Board

Activity Report

- Board Recruitment: I met with several interested candidates, and with Mayor Nelson. Misty Muter and Annette Crowder were appointed by Mayor Nelson and approved by the Council. I will be preparing handbooks for them and meeting for orientation.
- Community Engagement/ Outreach: I attended monthly homeless shelter board meeting, Baraboo Area Literacy Council board meeting, and Friends of the Library board meeting. I also attended the All Directors meeting and Administrative Council meeting for South Central Library System. I attended the quarterly Sauk County Library Board meeting.
- Projects/ Events: Attended monthly Owner/Architect/Contractor meeting, and attended weekly Library Project Team meetings. Met with reps from several copy machine vendors to get quotes for 2023. Finalized listings and photos for another surplus auction, mostly office furniture. Put together a book display for June Pride Month. I participated in Strategic Planning sessions with City Department Heads.
- Continuing Education: I completed my certification in Mental Health First Aid (8 hour course)
- Operations/Personnel: Approved timesheets and time off requests, coded and approved invoices, weekly revenue deposit, prepared library board packet with reports and statistics, attended monthly library staff meetings, one desk shift each week, bi-weekly City Department head meetings, met with library Leadership Team weekly. We closed the library early on June 15 due to severe weather (we do not currently have a secure storm shelter due to construction.) Worked with leadership team on hiring process for Library Assistant II- Programming & Outreach.
 - Joan Wheeler has submitted her retirement notice for June 30th. Joan has worked at the library for 6 years, as our *Marketing, Adult Programming, and ILL Coordinator*. We will miss her!
- Current editions of the library newsletter and library newspaper column are attached.

CARNEGIE-SCHADDE LIBRARY COLUMN:

The new library addition: What's in it for me?

Joan Wheeler Carnegie-Schadde Memorial Public Library May 24, 2022

Let's take a virtual tour of the library's addition, circa September 2023, to help answer the question a Baraboo area resident might ask, "What's in it for me?"

As you approach the library on Fourth Avenue, next to the charming original 1903 Carnegie structure on the Birch Street side of the block, a broad plaza welcomes you into the new addition. Past a multi-level seating area for outdoor events, classes, and performances, and a whimsical playground where built-in, interactive percussion instruments invite children to play, two stories of gleaming south-facing windows flank a street-level accessible entrance, which opens onto a bright, open concourse. To the left of the entrance is a stairway and a roomy elevator. To the right of the entrance is the 130-person capacity auditorium. This lovely and spacious venue for library events has an attached kitchenette, and large, south-facing windows and doors that can open onto Fourth Avenue and welcome the public to programs in warm weather. The space will also be available for use by community groups, including for after-hours programs. As you leave the auditorium, an accessible restroom area is on the right side.



As you move forward down the concourse, you will see a Service Desk along the right-hand side, where library assistants will assist you in obtaining library materials, researching information, faxing, scanning, copying, printing, and other library services.

Next to the Service Desk, enter the Teen area. This lively room will offer teens a dedicated space that includes the teen collection of books, games, and media, a quiet study room, and space for small group meetings, collaborations, and book clubs. In addition to this teen area, many of the creative, hands-on teen programs will happen in the Creative Classroom, across the concourse. The Creative Classroom is a space for all age groups, with room for crafting, technology, culinary classes and workshops.

To the right of the Creative Classroom is the accessible, street-level north entrance of the building. As you look through the vestibule and out the doors, you can see that a crosswalk extends from the doors, across the one-way alley and into the parking lot. These features will increase the safety and convenience of patrons, including those with mobility issues and those with small children. Traffic will approach this area from the east end of the alley. The one-way traffic flow will take vehicles past the book return on the northeast side of the library. The book return will be accessible from the driver's side of vehicles.

To explore the Children's area, return south across the concourse towards the front entrance, and take the elevator or the stairway to the second floor of the addition. As you enter this area, you will see a light-filled space, with floor-to-ceiling windows on the right, facing south onto Fourth Avenue. The Learn and Play Literacy Center, near the room's entrance, will include toys for imaginative play, including Lego bricks, puppets, kitchen setup, and games. Along the left side of this area will be a service desk where a library assistant can help you find items in the children's collection of books and media. Behind the service desk, you can see the dedicated children's story time room. It will have a 45-person capacity. Continuing along the wall on the left side, you will see an accessible family restroom and a quiet/wellness room. Along the east wall of the children's area, two study rooms can be used by tutors, homeschool groups, families, or students. Occupying the main space of the children's area will be shelves containing the children's collection, with comfy places for reading, studying, and playing.

Offering more accessible, safe, and functional space for concurrent events and quiet study, as well as efficient traffic flow and amenities, the new library addition has a lot to offer Baraboo area residents.

In June, we will explore the remodeled Carnegie building, circa September 2023.

Library Construction Update

Progress on demolition of the eastern part of the 1982 library addition has become visible. The section that housed office space upstairs and part of the program room downstairs was gutted in the past couple of weeks. The yellow surface is the temporary east wall. The window above the vertical white panel near the middle of the building view below was once a tall window on the original Carnegie structure. It was modified to become an interior feature when the eastern addition surrounded it in 1982.



Part of the 1982 east library addition disappears on May 24.

Part of the framing for the new addition's foundation is visible in the foreground.

The building contractor, Vogel Brothers Building Co., is salvaging the tiles that are currently being removed from the affected areas of the library roof. These, and salvaged bricks from the demolished east side, will be re-used in the construction project.

During some of the construction, there will be considerable noise in the library. We appreciate how understanding our patrons have been about this and the physical changes taking place in the building.

The library will be closed all day on Saturday, June 25 for the Big Top Parade.

New Storywalk at City View Park

There is a new story on the Storywalk® at City View Park. The latest story is **Kite Day: A Bear And Mole Book** by **Will Hillenbrand**. Presented in large format pages set in elevated frames for easy reading by adults and kids, this is an interactive tale with lively illustrations that families will enjoy visiting repeatedly.

The Storywalk® is located on a paved path around the pond at City View Park, on Park View Drive in northeast Baraboo, just off Hwy T.

The Storywalk® was developed in 2007 by Anne Ferguson of Montpelier, VT, who wanted to encourage physical activity and literacy in families. The Youth Services department at the Carnegie-Schadde Memorial Public Library have maintained the Storywalk® at City View Park since the summer of 2016, in cooperation with the City of Baraboo Parks, Recreation, and Forestry Department.



A lovely walk with a story around the pond at City View Park.

2022 Baraboo Reads Project Explores Gender Identity

Over 50 people participated in this spring's Baraboo Reads book discussion and author presentation at the Baraboo Municipal Building on May 21.

This community collaboration project featured the book ***Fine: A Comic About Gender*** by former Baraboo resident **Rhea Ewing**. The book is part memoir, part psycho-sociological exploration, based on Ewing's own odyssey of self-understanding, and interviews they gathered over a 10-year period that describe the many facets of gender expression.

Thanks to sponsorship from several area organizations, the project was able to provide free copies of *Fine* for community members who wished to participate in the book discussion and author presentation. Sponsors included CAB Theatre, Carnegie-Schadde Memorial Public Library, Community First Bank, First Presbyterian Church of Baraboo, Friends of the Carnegie-Schadde Memorial Public Library, Queers and Allies, Spirit Lake Arts, Trinity Episcopal Church, UW-Platteville Baraboo Sauk County, Village Booksmith, WCCU (Westby Co-Op Credit Union) of Baraboo, and publisher W.W. Norton. Community Supporters include Boys and Girls Club of West Central Wisconsin, Baraboo Kiwanis Club, and Baraboo Rotary Club. Planning partners included the Carnegie-Schadde Memorial Public Library, Baraboo Acts Coalition, and UW-Platteville Baraboo Sauk County. In addition, several community members volunteered to serve as trained discussion facilitators.



In addition to Rhea Ewing's presentation about their struggles to understand their own gender identity, representatives from Queers & Allies of Baraboo described the current landscape of challenges they encounter in the Baraboo area, as well as the resources they are



BARABOO READS

building for people facing gender identity issues and living gender non-conforming lives.

Below are some comments from the survey participants filled out at the end of this event.

- *My sensitivities were heightened to the benefits of respect and kindness while growing in understanding.*
- *Realized more about the fluidity of gender (and difficulty in defining it).*
- *I have a better understanding of the broad range of human genders and how everyone is unique in their experiences.*
- *Reading *Fine: A Comic About Gender* reminded me to check my privilege and to widen my circle.*
- *In general, there were ideas about people I never thought about.*
- *I consider myself to be open-minded, but I am ALWAYS LEARNING and this beautiful book opened my eyes to facets of gender identity I had not previously thought about.*
- *I will definitely recommend the book to others because it really can help educate the non-LGBTQ community about the experiences of people who don't fit with the traditional M/F model.*
- *By reading and learning about other people's experiences we can build a world of more understanding and inclusivity. THANK YOU!*

For those who are interested in reading *Fine: A Comic About Gender*, copies of the book are available through LINKcat. Contact us at 608-356-6166 if you need assistance in obtaining a copy.



Author/illustrator Rhea Ewing addresses the audience at the 2022 Baraboo Reads event on May 21.

The New Library Addition: What's In It For Me?

Let's take a virtual tour of the library's addition, circa September 2023, to help answer the question a Baraboo area resident might ask, "What's in it for me?"

As you approach the library on Fourth Avenue, next to the charming original 1903 Carnegie structure on the Birch Street side of the block, a broad plaza (1) welcomes you into the new addition. Past a multi-level seating area for outdoor events, classes, and performances, and a whimsical playground where built-in, interactive percussion instruments invite children to play, two stories of gleaming south-facing windows (2) flank a street-level accessible entrance (3), which opens onto a bright, open concourse (4). To the left of the entrance is a stairway (5) and a roomy elevator (6). To the right of the entrance is the 130-person capacity Auditorium (7). This lovely and spacious venue for library events has an attached kitchenette (8), and large, south-facing windows and doors that can open onto Fourth Avenue and welcome the public to programs in warm weather. The space will also be available for use by community groups, including for after-hours programs. As you leave the Auditorium, an accessible restroom area is on the right side (9).

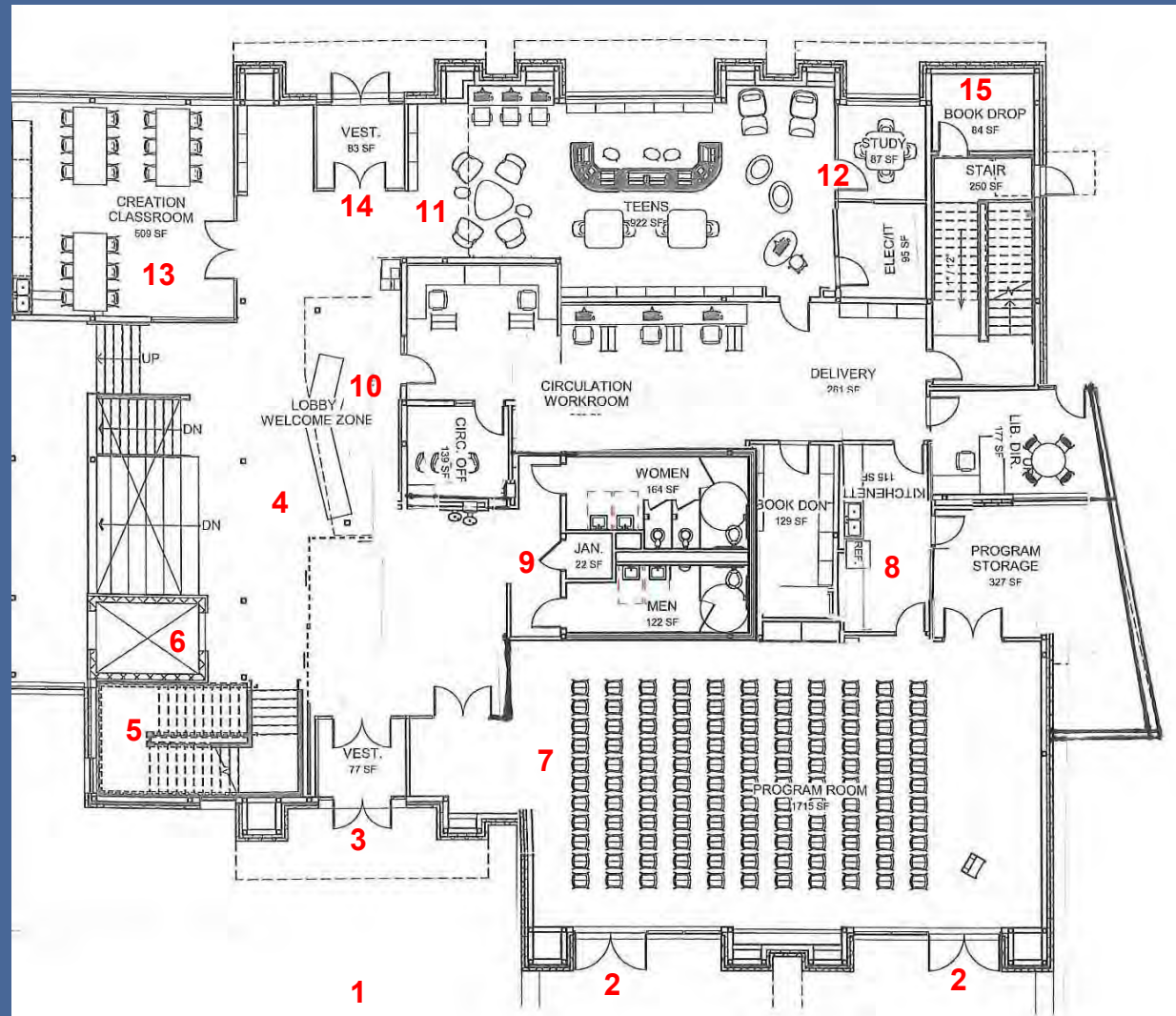
As you move forward down the concourse, you will see a Service Desk (10) along the right-hand side, where

library assistants will assist you in obtaining library materials, researching information, faxing, scanning, copying, printing, and other library services.

Next to the Service Desk, enter the Teen area (11). This lively room will offer teens a dedicated space that

includes the teen collection of books, games, and media, a quiet study room (12), and space for small group meetings, collaborations, and book clubs.

In addition to this teen area, many of the creative, hands-on teen programs will happen in the Creative Classroom (13), across the concourse. The Creative



Library Addition Tour *continued*

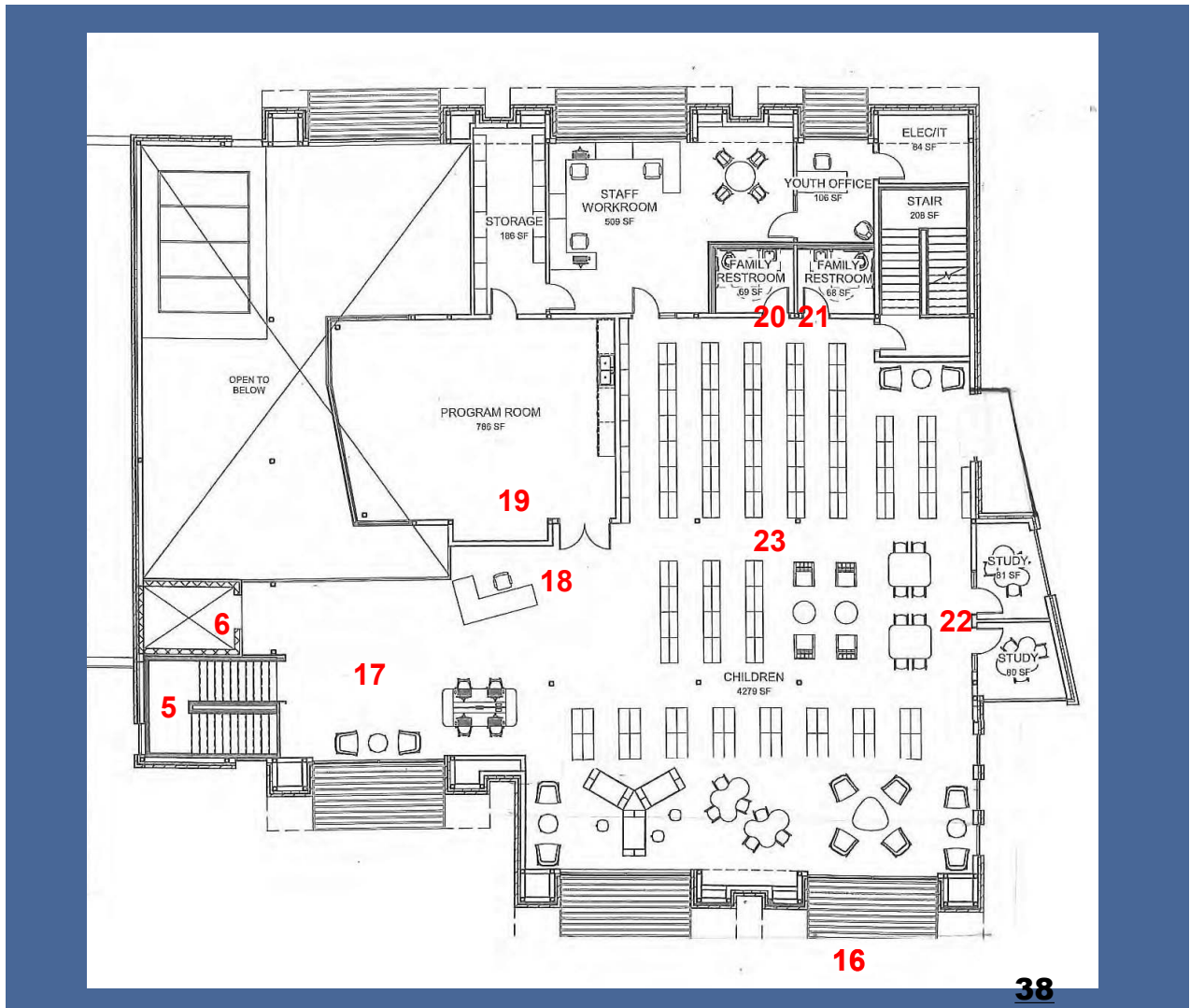
Classroom is a space for all age groups, with room for crafting, technology, culinary classes and workshops.

To the right of the Creative Classroom is the accessible, street-level north entrance of the building (14). As you look through the vestibule and out the doors, you can see that a crosswalk extends from the doors, across the one-way alley and into the parking lot. These features will increase the safety and convenience of patrons, including those with mobility issues and those with small children. Traffic will approach this area from the east end of the alley. The one-way traffic flow will take vehicles past the book return (15) on the northeast side of the library. The book return will be accessible from the driver's side of vehicles.

To explore the Children's area, return south across the concourse towards the front entrance, and take the elevator or the stairway to the second floor of the addition. As you enter this area, you will see a light-filled space, with floor-to-ceiling windows on the right (16), facing south onto Fourth Avenue. The Learn and Play Literacy Center (17), near the room's entrance, will include toys for imaginative play, including Lego® bricks, puppets, kitchen setup, and games. Along the left side of this area will be a service desk (18) where a library assistant can help you find items in the children's collection of books and media. Behind the service desk, you can see the dedicated children's story time room (19). It will have a 45-person capacity. Continuing along the wall

on the left side, you will see an accessible family restroom (20) and a quiet/wellness room (21). Along the east wall of the children's area, two study rooms (22) can be used by tutors, homeschool groups, families, or students. Occupying the main space of the children's area will be shelves (23) containing the children's collection, with comfy places for reading, studying, and playing.

Offering more accessible, safe, and functional space for concurrent events and quiet study, as well as efficient traffic flow and amenities, the new library addition has a lot to offer Baraboo area residents.



Mary Grant's Speech at Library Expansion Groundbreaking Celebration

April 28, 2022

John Ellington asked that I make a few remarks regarding the history of the library expansion planning. I cannot tell you how excited I am to be here at the official groundbreaking.

What I can tell you this day has been a long time coming. The last addition to the library was in 1982, forty years ago.

In 2001, the library board hired library consultants Himmel and Wilson to do a space needs assessment. And it was no surprise that the library was in need of expansion to serve a growing population with expanding needs for library services. What I especially want to highlight about this first study was the fact that the consultants were diligent in gathering community input through an in house survey that patrons could complete during a visit to a telephone survey of Baraboo residents. As part of those results staff and programs were highly rated given 4.87 out of five and 4.56 out of 5 respectively. In that same study, 89.1 percent of the population was very or extremely pleased with the library, an indicator of support for expansion.

Three years later in 2004, the study was updated with similar results and the library expansion becomes part of the city's official planning in the 2005 City of Baraboo Comprehensive Plan.

While the board was impressed with the work of Himmel and Wilson, it felt that more detailed planning was needed and George Lawson was hired in 2009 to prepare a Library Building Program. How was this different? It would provide a detailed description of the services and operational requirements of a proposed library building and serve as a guide for the architects who would do the actual design. And even in this early study, the board sought to have a sustainable energy efficient building that would also address long standing Americans with Disabilities () issues. And what has become a hallmark of the board's planning; sessions for public input were incorporated into the plan.

With a solid building program in place, the board requested proposals from and interviewed a number of architects. The architectural firm, OPN, was selected to develop the designs for the building. They prepared a number of designs and then conducted a three day Charrette. A Charrette is a workshop where architects, designers, staff and the public work together on identifying issues and proposing solutions enabling the public to give their ideas on what the future library should do and be like. During the Charrette, the architects suggested expansion to the North and to the East and it was the consensus of those working together that expansion to the East was the desired solution. To enable expansion to the East, the property adjacent to

the library was purchased and an agreement was reached with the Methodist Church for additional footage.

But due to delays in incorporating planning for the expansion into the city budgeting process, the board felt that in 2014 the plans should be refreshed under the direction of the planning committee, OPN architects and George Lawson. And this subsequently led to the 2015 revised plan for the building expansion.

From 2014 to 2015, project revisions were made and capital campaign planning began. And during this time, the library expansion was moved to 2020 in the City's Capital Plan

But with time and changes in the membership of the board, the Baraboo Public Library's Board of Trustees authorized the formation of an ad hoc Upgrade Review Committee (URC) in the summer of 2016 to "review the work completed to date regarding the Baraboo Library upgrade project and assess if that work sufficiently addresses current and future library space needs and trends. After four meetings and visits to other public libraries and substantial input from library staff, the URC issued its report in January of 2017. The report called for abandoning previous plans that did not provide enough space for a growing population of users with changing needs for services and technology not anticipated previously.

And in 2017, yet another round of architect proposals was sought and several firms were invited to do presentations to the board. Mid States Associates of Baraboo was selected to be the lead on the new design with the assistance of Quinn Evans Associates, Library Designers. Again with significant input from key stakeholders, they provided the board with their recommendations in December of 2018.

The Baraboo Public Library passed a key milestone in its expansion process when the State Historic Preservation Office (SHPO), a state-level arm of the National Park Service's National Register of Historic Places, approved the final architectural concept for the expanded library design. With this hurdle crossed, the City of Baraboo's application for a \$6 million loan for a portion of the building project through the United States Department of Agriculture was able to move forward. This funding was just approved a little over a month ago, March 10, 2022.

Now I realize this has been somewhat of a deadly dull presentation, but I want to highlight how much time and energy was put into planning for the library expansion and no matter how much you plan, it is difficult to predict and plan for the future. What is also significant in all of these efforts was the continued work to gather input from users, citizens, elected officials, and staff. While realizing that not everyone's wish list would make it into the final construction, it was

imperative that a broad base of support was created to become the foundation for expansion efforts.

So I want to thank all of those who were in any way involved in bringing us to this moment when we can expand a library that will provide the highest quality of services to its citizens and reflect the outstanding work of its exemplary staff and dedicated board members. And a final thanks to Juanita Schadde for her generous support that made this expansion possible..

MAY 2022 STATISTICS

	MAY 2020	MAY 2021	MAY 2022	YTD 2021	YTD 2022	% Change
Circulation	4687	12080	12947	59197	68508	15.73
Library Visits	802	5203	6392	24869	36699	47.57
Computer Uses	88	459	555	1463	2680	83.19
New Patrons	20	34	36	145	232	60.00
Wisconsin's Digital Library (eBooks, audiobooks)	2421	2307	2663	11939	13112	9.82
WiFi Total of Unique Clients	508	682	721	2884	3544	22.88
WiFi Average Clients per Day	49	71	74			

Onsite Programs:	MAY 2022	YTD 2021	YTD 2022
Children Ages 0-5 Programs	0	NA	46
Attendance	0	NA	479
Children Ages 6-11 Programs	0	NA	2
Attendance	0	NA	78
Teen Programs	8	0	33
Attendance	43	0	210
General Interest All Ages Programs	0	0	1
Attendance	0	0	97
Adult Programs	0	0	4
Attendance	0	0	146
Children Ages 0-5 Self-Directed Activities	0	NA	0
Participants	0	NA	0
Children Ages 6-11 Self-Directed Activities	0	NA	7
Participants	0	NA	335
Teen Self-Directed Activities	1	12	5
Participants	3	173	61
Adult Self-Directed Activities	0	0	1
Participants	0	0	45

Virtual Programs:	MAY 2022
Adult Live Stream Programs	1
Live Views	4

Offsite Programs:	MAY 2022	YTD 2021	YTD 2022
Children Ages 0-5 Programs	8	NA	83
Attendance	166	NA	1628
Children Ages 6-11 Programs	5	NA	23
Attendance	1195	NA	1574
Number of Teen Programs	9	0	19
Attendance	185	0	417
General Interest All Ages Programs	1	0	2
Attendance	55	0	131
Number of Adult Programs	5	2	22
Attendance	85	14	276

Publicity Events:	MAY 2022	YTD 2021	YTD 2022
Total Number of Youth Events	0	0	3
Attendance (approximate)	0	0	1080
Total Number of Teen Events	0	0	0
Attendance (approximate)	0	0	0
Total Number of Other Events	0	0	2
Attendance (approximate)	0	0	23

Website Statistics:	MAY 2022	YTD 2021	YTD 2022
Sessions	3708	20753	19299
Users	2171	11661	10919

Adult Services Self-Checkout	MAY 2022	YTD 2021	YTD 2022
Sessions	779	2383	4130
Items Checked Out	2314	7744	12675

Youth Services Self-Checkout	MAY 2022	YTD 2021	YTD 2022
Sessions	292	821	1377
Items Checked Out	1068	3121	5703

Facebook (last 28 days: May 6-June 2)	MAY 2022	MAY 2021
Post Reach	8610	7408
Post Engagements	1512	1385

Friends of the Carnegie-Schadde Memorial Public Library

Meeting Minutes

Tuesday, May 10, 2022 – 6:00pm

Location: Baraboo City Hall, South Conference Room

Members Present: Jessica Bergin, Emily Olson, Tut Gramling, Barbara Lund, John Ellington, Pat Shear, Danielle Bollig

Members Absent: Nancy Toberman

I. Call to order

A. Meeting was called to order at 6:00pm by Board President Emily Olson with Barbara Lund as recording Secretary.

B. Review of Agenda

Jessica Bergin motioned to approve the agenda. John Ellington seconded. Motion approved.

C. Approval of Minutes from Last Meeting

Tut Gramling motioned to approve the minutes from April 12th, 2022. Pat Shear seconded. Motion approved.

II. Treasurer's Report

Tut reported that it was a slow month. April brought in \$135 in memberships and \$211 from the book cart. The only discretionary was the check for staff appreciation snacks which came to \$171.19.

III. Correspondence and New Memberships

One new membership and no correspondence.

IV. Director's Report

Jessica reported that the library will be closed one day, Thursday, so the new electrical service can be installed. There has been a lot of work done in the public part of the building, including the building of temporary walls. Most work will now move to the unpublic areas. The outdoor book drop has a permanent home on Birch St. The summer library programs are kicking off in June. The Library Board will be looking to fill 2 positions.

V. Special Committee Reports

- A. Fundraising** - Emily and Nancy will be looking for new fundraising ideas. Selling totes is high on the list, but questions arose around the timing. Should it be done when the new building is complete, or should we do it sooner and emphasize the new name? Pat mentioned a charcoal drawing fundraiser which has been successful in the past. These fundraisers can make about \$500. The Civic Center may have to be utilized for this event. Jessica mentioned the benefactory bingo nights at Balanced Rock Winery. If the Friends decide to do this, two people would be needed to call bingo.
- B. Events** – All agreed that the turnout for the library groundbreaking was incredible. Tut mentioned that our mayor, Rob Nelson, did a great job and brought a lot of people to tears with his speech. All the cookies were eaten, and Danielle’s hardhat cookies were a big hit. Jessica realized a bigger sound system was needed. A summery treat was discussed for staff since they will be going through some hardships for awhile.
- C. Books for Newborns** – Pat reported that she is still waiting for her backordered books. Spanish books were requested last month. For now, she is good with supplies and is waiting for more requests from the hospital.
- D. Social Media** – Danielle and Jessica are still planning a time to get together.

VI. Unfinished Business

- A. Groundbreaking Ceremony** - Jessica was very pleased with the event and the amount of people who showed up.

VII. New Business

Jessica will be putting together a budget at the end of August. The Friends do not meet in July, but we will be meeting in June. Next meeting will be June 14th at 6pm.

VIII. Adjournment

Barbara Lund motioned to adjourn. Pat Shear seconded. Motion approved.

Barbara Lund-Meeting Minutes Recorder, May 10th, 2022. Approved _____